

CHAPTER 5

SECURITY

A. GENERAL

FORDTIS security is administered in accordance with DoD 5200.1-R (reference (i)) and DoD Directive 5200.28 (reference (j)). The highest classification of information in FORDTIS is SECRET.

B. DATA ENTRY RESTRICTIONS

TOP SECRET information may not be entered in FORDTIS. Intelligence information bearing any of the following caveats described in DoD Instruction 5230.22 (reference (k)) may not be entered in FORDTIS:

PROPIN (Proprietary Information)

ORCON (Originator Controlled)

NOCONTRACT (Not Releasable to Contractors or Contractor Representatives)

C. REPORTS

1. Case reports from FORDTIS are classified individually based on the classification assigned by the originator of the automated case record. A FORDTIS output may consist of many case reports. The output, which may be bound or unbound continuous feed paper, is classified and handled based on the highest classification of the individual case reports. Since a single page may contain more than one report, care must be taken when separating pages to review all classification markings on the page in addition to those at the top and bottom of the page.

2. FORDTIS reports, classified or unclassified, may not be released to non-DoD personnel without permission of the FORDTIS office. If release outside the Department of Defense is needed, to include release to defense contractors, that requirement shall be included in the request for FORDTIS reports. If you wish to release reports that you have on hand, send a request to the FORDTIS office, identifying each case report by case identification (ID) number, the proposed recipient, and reason for the release. The FORDTIS will coordinate all requests for release with the DoD Component which originated the FORDTIS record.

D. SECURITY VIOLATIONS AND UNAUTHORIZED RELEASES

Security violations or other unauthorized releases shall be investigated in accordance with local regulations. When an investigation substantiates a security violation or unauthorized release, the results of the investigation shall be furnished to the FORDTIS office.